

Contract User Guide for FAC93

FAC93 Security Services, Private Investigative Services, and Fence Rental

UPDATED: 8.31.18

Contract #:	FAC93
MMARS MA #:	FAC93*
Initial Contract Term:	11.20.15-5.31.21
Maximum End Date:	8.31.21
Current Contract Term:	6.1.17-5.31.19
Contract Manager:	Jodi Paris Anastos, 617-720-3169, jodi.parisanastos@state.ma.us
This Contract Contains:	Prompt Payment Discount, MBE/MWBE/WBE Required CORI/SORI background checks, Key Performance Indicators Documented Annually
UNSPSC Codes:	92-12-00, 92-12-15, 92-12-16

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Contract Summary

This is a Statewide Contract for **FAC93**. This contract is for the supply and delivery of **Security Services, Private Investigative Services, and Fence Rental**.

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Contract Categories

This contract includes 3 categories of as listed below:

- Category 1: Security Services
- Category 2: Private Investigative Services
- Category 3: Fence Rental

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products. In addition, Prompt Payment Delivery, Holiday and Weekend services available for Categories 1 and 2.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUYS.com and search for FAC93 to find related Master Blanket Purchase Order (MBPO) information.

To link directly to the MBPO, visit

PO-16-1080-OSD03-SRC3-00000006189

To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for FAC93 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for FAC93 and can be accessed directly by visiting Master Blanket Purchase Order PO-15-1080-OSD03-SRC3-00000006189

- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract. All subcontractors are background checked by awarded vendor.

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Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

This is a fee for service contract

Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents “ceiling” or “not-to-exceed” pricing, and may be further negotiated.

Service Pricing and Finding Vendor Price Files

Service pricing may be found by referencing the price tables in the Conversion Vendor MBPO

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

*Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD’s statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.)*

When contacting a vendor on statewide contract, always reference FAC93 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

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- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

Obtaining Quotes

Contract users should always reference **FAC93** when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Instructions for MMARS Users

MMARS users must reference the MA number **FAC93*** in the proper field in MMARS when placing orders with any contractor.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

Seller pays transportation of goods to location plus loading costs for fence rental.

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Additional Information/FAQs

If requesting a quote from vendor, please be sure to include a Statement of Work to the requisition. A template for Statement of Work is available under each vendor's MBPO.

Frequently Purchased Items on the Contract

Services frequently purchased through this contract includes Security Guard Services, Emergency Security Guard Services, Private Investigative Services, Temporary Fence Rental (contracts not to exceed 6 months).

Geographical Service Area

Please refer to price list for each vendor on **FAC93** to verify geographical service area.

https://www.sec.state.ma.us/cis/cispdf/County_Map.pdf

Product Specifications, including Environmental Standards and Requirements

Vendors awarded in FAC93 follow environmental friendly practices such as recycling paper, printer toner, tires, batteries, lightbulbs, and other items.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Discounts:** discount is negotiated with buyer if a certain volume of service is purchased.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 3 months, (90 days) beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Memorandum of Understanding/Statement of Work

Statement of Work template is available in COMMBUYS under FAC93 Conversion Master Blanket Purchase Order PO-15-1080-OSD03-SRC3-00000006189

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Strategic Sourcing Team Members

- Tsui M. Cheng (HRD)
- David Collins (DMH)
- Timothy Dolan (DTA)
- Wayne Marshall (DPH)
- Edward Kennedy (DCP)
- Jessica Hardy (MIL)
- Jodi Paris Anastos (OSD)
- Christopher Silva (DTA)
- Andrew Lapp (MIL)
- Adam Peters (MBTA)

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	COMMB UYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Counties	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran	Minimum Order	List any other important items
**[Conversion Vendor] [Master MBPO] (All contract documents)	PO-16-1080-OSD03-SRC3-00000006189	N/A	FAC93*	Jodi Paris Anastos	617-720-3169	Jodi.ParisAnastos@state.ma.us					
Category I											
Alliance Detective and Security Service, Inc.	PO-16-1080-OSD03-SRC3-00000006169	N/A	VC60001637691	Rick Topham	617-387-1261	rtopham@alliancesecurityservices.com		PPD		N/A	
Andrews International Gov. Services	PO-16-1080-OSD03-SRC3-00000006166	N/A	VC000080714912	Jennifer Perryman	703-592-1523	Jennifer.perryman@andrewsinternational.com		PPD		N/A	
Arrow Security Co., Inc.	PO-16-1080-OSD03-SRC3-00000006167	N/A	VC600017047777	John DeBarge, Jr.	413-732-6787	Johnjr@arrowsecurity.com		PPD		N/A	
Eagle Investigative Services (EIS)	PO-16-1080-OSD03-SRC3-00000006165	N/A	VC600018584211	Joseph Alaimo	978-682-5559	jalaimo@eagleinvestiations.com		PPD		N/A	
Internal Security Associates, LLC	PO-16-1080-OSD03-SRC3-00000006164	N/A	VC60001883387	Stephen Harney	617 590-0700	sharney@isa.us.com		PPD		N/A	
G4S Secure Solutions, U.S.A.,	PO-16-1080-OSD03-SRC3-00000006171	N/A	VC600025903131	Donald Giancioppo	781-425-6800	Donald.giancioppo@usa.grs.com		PPD		N/A	
Madison Security Group	PO-16-1080-OSD03-SRC3-00000006168	N/A	VC000017331515	Michael Svizzero	978-459-5911	Mike@madisonsg.com	All	PPD		N/A	
U.S. Security Associates	PO-16-1080-OSD03-SRC3-00000006170	N/A	VC60002278468	James Healey	781-953-0905	jhealey@ussecurityassociates.com		PPD		N/A	
Category II											
A Tech Investigations	PO-18-1080-OSD03-SRC3-11373	N/A	VC000035656419	James Pero	888-345-0250	jpéro@atechpi.com	All	PPD		N/A	
Absolute Investigations, Inc.	PO-18-1080-OSD03-SRC3-11370	N/A	VC600017654313	Bob Sparks	508-586-0140	bobsparks@absoluteinvestigationsinc.com	All	PPD		N/A	

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Vendor	Master Blanket Purchase Order #	COMMB UYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Counties	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran	Minimum Order	List any other important items
Access Investigations, Inc.	PO-18-1080-OSD03-SRC3-11374	N/A	VC600018547817	Paul Kearnan	781-924-5453	paul@accessinv.net	All	PPD		N/A	
Alliance Detective and Security Services	PO-16-1080-OSD03-SRC3-00000006169	N/A	VC60001637691	Rick Topham	617-387-1261	rtopham@alliancesecurtyser vice.com	All	PPD	WBE	N/A	
American Investigative Services, Inc.	PO-18-1080-OSD03-SRC3-11372	N/A	VC600016649524	Jay Groob	617-739-6060	ais@americaninvestigative.co m	Districts 3-6	PPD		N/A	
Capital Investigating (Capinvad, LLC)	PO-18-1080-OSD03-SRC3-11394	N/A	VC600006566425	Brian Caldwell	603-641-6688	bcaldwell@capitalinvestigatin g.com	All	PPD		N/A	
Central Bureau of Investigation, Inc.	PO-18-1080-OSD03-SRC3-11382	N/A	VC600018661016	Janet Bronstein	781-830-6060	detect@cbiinvestigation.com	All	PPD		N/A	
Defense Investigators Group, Inc.	PO-16-1080-OSD03-SRC3-00000006174	N/A	VC600018260610	Peggy Myer Ducheney	339-933-0377	peggy@d-i-g.com	All	PPD		N/A	
Discovery Services Investigations	PO-18-1080-OSD03-SRC3-11376	N/A	FAC93*	Keith L. Walker	413-788-4988	keith@discovery-services.net	All	PPD		N/A	
Driscoll Investigations, Inc.	PO-18-1080-OSD03-SRC3-11377	N/A	VC000071734823	Dennis Driscoll	617-416-9470	DJD@Driscollinvestigations.c om	All	PPD		N/A	
Eagle Investigative Services, Inc.	PO-16-1080-OSD03-SRC3-00000006165	N/A	VC600018584211	Joseph Alaimo	978-682-5559	jalaimo@eagleinvestiations.c om	All	PPD		N/A	
East Coast	PO-18-1080-OSD03-SRC3-11384	N/A	VC600017605322	James L. Collins, III	781-740-0390	JimC@exisinc.com	All	PPD		N/A	
Four Seasons Investigations	PO-16-1080-OSD03-SRC3-00000006172	N/A	VC000067921313	Edmund S. Vogt	781-585-8648	svogt@fourseasonspi.com	All	PPD		N/A	
Frasco, Inc.	PO-16-1080-OSD03-SRC3-00000006175	N/A	VC00005406694	David Anderson	877-373-7261 or 978-815-8295	danderson@frasco.com	All	PPD		N/A	
G4S Secure Solutions, U.S.A., Inc.	PO-16-1080-OSD03-SRC3-00000006171	N/A	VC60002590315	Donald Giancioppo	781-425-6800	donald.giancioppo@usa.g4s.c om	All	PPD		N/A	
Insight Services Group, Inc.	PO-18-1080-OSD03-SRC3-11381	N/A	VC600018178020	Robert Reardon	617-908-1667	breardon@isgvalue.com	All	PPD		N/A	

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Vendor	Master Blanket Purchase Order #	COMMB UYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Counties	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran	Minimum Order	List any other important items
KLIP Investigations, LLC	PO-16-1080-OSD03-SRC3-00000006173	N/A	VC60003063216	Kevin R. O'Neil	781-844-6718	kevin@klipsecurity.com	All	PPD		N/A	
New England Surveillance	PO-18-1080-OSD03-SRC3-11383	N/A	VC000046577575	Brian Davis	978-412-9008	BDavis@NESurveillance.com	All	PPD		N/A	
NWI Investigative Group, Inc.	PO-18-1080-OSD03-SRC3-11387	N/A	VC600016800621	Edward Stepper	781-935-7770	estepper@nwigroup.com	All	PPD		N/A	
SRCPI, Inc.	PO-18-1080-OSD03-SRC3-11371	N/A	VC000039973414	Veronica Ramos	508-923-6960	Veronica@srcpi.com	All	PPD	MWBE	N/A	
Summit Investigations, Inc.	PO-18-1080-OSD03-SRC3-11369	N/A	VC600018550418	Robert Reynolds	781-380-8822	summitpi@cs.com	All	PPD		N/A	
U.S. Security Associates	PO-16-1080-OSD03-SRC3-00000006170	N/A	VC60002278468	James Healey	781-953-0905	jhealey@ussecurityassociates.com	All	PPD		N/A	
Fence Rental (6-month contracts)											
Eagle Investigative Services	PO-16-1080-OSD03-SRC3-00000006165	N/A	VC600018584211	Joe Alaimo	978-682-5559	jalaimo@eagleinvestigations.com	All	PPD		N/A	
Internal Security Associates	PO-16-1080-OSD03-SRC3-00000006164	N/A	VC60001883387	Steve Harney	617-590-0700	SHarney@isa.us.com	All	PPD		N/A	

* Note that COMMBUYS is the official system of record for vendor contact information.

* [The Conversion Vendor MBPO] [The Master MBPO] is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.]

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Appendix A:

UNSPSC CODES for FAC93

92-12-00 Fence Rental

92-12-15 Security Guard Services

92-12-16 Private Investigative Services

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